



***DEPARTMENT OF THE ARMY  
COMPTROLLER PROPONENCY OFFICE***

***ARMY COMPTROLLER CAREER  
MANAGEMENT***

***SPRING 1997***

## **ARMY COMPTROLLER CAREER MANAGEMENT**

The Comptroller Proponency Office is the focal point within the Assistant Secretary of the Army for Financial Management and Comptroller (ASA(FM&C)) organization for career issues affecting all members of America's Army Comptroller Team. Our goal is to ensure all members are well served in regard to education, training, professional development, and future advancement.

Doctrinal development, force structure proposals, and Qualification, Validation, and Reclassification (QVR) criteria impacting on military Comptroller Functional Area 45 (FA 45) are coordinated. For members of the Comptroller Civilian Career Program (CP 11), we ensure that the best interests of our members are incorporated into the civilian career program appraisal and referral systems. As competitive referral and selection roll back during these times of change, CP 11 is continuing to emphasize professional development assignments for which journey level careerists compete to train in various Army headquarters staff organizations and agencies or field locations for up to a year.

For both our military and civilian members, we are involved in training and education opportunities designed to enhance professional skills. The Resource Management Mentorship Program (RMMP) has been designed to allow members an excellent means to reach their full potential.

## **AMERICA'S ARMY TEAM CONCEPT IN ACTION**

We are your Comptroller Proponency Office, whether you are active duty military, a civilian careerist, or a member of the US Army Reserve or National Guard. Each component of the triad is represented on the Comptroller Proponency Office staff, and we are dedicated to providing you with the very best in customer service.

Our mission statement is a lofty one, full of “principal functions” and “major activities.” Communication is paramount and an inherent responsibility for all of us. Our audience is the resource management community and we provide information in several ways. We publish the following:

- Functional Area 45 (Comptroller) Career Field Professional Development Guide
- Army Civilian Training, Education, and Development System (ACTEDS) Comptroller Plan.
- Resource Management Mentorship Program Handbook.
- A Supervisor’s Guide to Career Development for CP 11 Civilian Personnel and FA 45 Military Officers.
- Resource Management, the official professional publication for resource management careerists within the Department of the Army.
- RM Future, a newsletter designed to provide current information to professional resource managers.
- Proponency, featured on the ASA (FM&C) Homepage.

**Reserve Component Integration** A primary goal of the Comptroller Proponency Office is to ensure professional development opportunities are available for all comptrollers of America’s Army. To achieve this goal, comptroller professional development policies and programs are coordinated with the National Guard Bureau and the Office, Chief Army Reserve. Reserve components are included in all Comptroller Proponency Office actions.

## FINANCIAL MANAGEMENT EDUCATION AND TRAINING

The Comptroller Proponency Office establishes criteria and manages the military and civilian student nomination and selection processes for several competitive resource management education and training programs:

**Professional Resource Management Course (PRMC).** PRMC is a four week course conducted three times a year at Syracuse University, Syracuse, New York. The course is designed to provide mid-level, upwardly oriented resource managers interpersonal communication, analytical, negotiation, and consensus building skills. The program examines the Planning, Programming, Budgeting, and Execution System (PPBES) and current issues in resource management (Outsourcing, Activity Based Management, etc.). Approximately 80 professional resource managers consisting of predominately Department of the Army civilians in grades of GS 12-14 and active and reserve commissioned officers with the rank of major or lieutenant colonel are selected to attend each fiscal year. PRMC is centrally funded by HQDA.

**Professional Military Comptroller Course (PMCC).** PMCC is a six week professional development education course conducted five times a year for mid-career and senior resource managers in the Department of Defense (DoD). The course is conducted under the Professional Military Comptroller School (PMCS) of the Ira C. Eaker College for Professional Development, Maxwell Air Force Base, Alabama. PMCC develops individuals’ capacities to adapt the Comptroller’s role to the economic, political, and social environment of the military organization. Civilian class members are in grades of GS 12-14 and military officers are usually in the rank of major or lieutenant colonel. PMCC is centrally funded by HQDA and approximately 85 Army professionals are selected each fiscal year to attend.

**Army Comptrollership Program (ACP).** The ACP is a 14 month long term training (LTT) opportunity at Syracuse University, Syracuse, New York. Students graduate with a Masters in Business Administration. Army active component and Active Guard and Reserve (AGR) officers (captains and majors) and civilian personnel (GS 11 and above) are eligible to attend. Civilian selectees transfer to new operational assignments before starting school in June. Military selectees are normally assigned to comptroller positions upon graduation. The ACP is also open to civilians from other services and Defense agencies.

**Competitive Professional Development Program** Army Civilian Training, Education, and Development System (ACTEDS) funding allows the CP 11 Functional Chief Representative (FCR) to approve and fund training at various colleges and universities and to provide professional development opportunities. LTT provides a valuable learning experience and competitive edge for future advancement to those attending. It is also a useful means to cultivate equal employment opportunity objectives for minorities, women, and disabled employees. Tuition, books, per diem, and travel are funded centrally. Careerists develop their own course of study with a local college or university.

**Historically Black College and University (HBCU) Partnership Program** Clark-Atlanta and Howard Universities act as partners with HQDA to offer advanced degrees to two or three eligible CP 11 careerists at each location. The Clark-Atlanta pilot program is a 20 month full-time day course of study. Selectees for this pilot are placed in operational assignments. The Howard program, evenings part-time, takes about three years to complete and is for Washington, DC area careerists who continue to perform in their jobs while attending school.

**Graduate Level Financial Management Program (GLFMP).** This DoD-wide Master of Public Administration program with concentration in Financial Management is sponsored by the Department of the Navy as the DoD executive agent. The 42 credit, 14 course program is taught part-time during the evenings and weekends in the National Capital Region and other US locations having large DoD component populations.

**Graduate Cost Analysis Program (GCAP)**The GCAP is a 16 month LTT opportunity for Job Series 1515, Operations Research Analysts and Cost Analysts, and is taught at the Air Force Institute of Technology, Wright-Patterson Air Force Base, Ohio. Two or more Army civilian employees are competitively selected under the procedure similar to the ACP.

## LEADER DEVELOPMENT

Each fiscal year, the Civilian Personnel Management Directorate of the Office of the Assistant Secretary of the Army for Manpower and Reserve Affairs (OASA(M&RA)) distributes a catalog announcing DA centrally funded Long Term Training (LTT), and Competitive Professional Development Programs and other developmental opportunities. These opportunities include:

**Army-Wide Civilian Long Term Training Program.** These centrally funded programs include the Secretary of the Army Research and Study Fellowships and attendance at three Senior Service Colleges: Industrial College of the Armed Forces, Army War College, or National War College. A DA board selects attendees.

**Army Management Staff College (AMSC).** AMSC is a 12 week resident course for civilian leader development. Nominations for this program should be GS 11-14 and GS 15 by exception. This course is conducted three times a year at Fort Belvoir, Virginia. The AMSC curriculum focuses on executive level leadership, management, decision making, and Total Army strategies, doctrines, and systems with emphasis on the sustaining base. The normal class size is 175 students. A DA board selects attendees.

**AMSC Non-Resident Course.** The course is one year in length with two weeks, one at the beginning and one at the end, dedicated to on-site participation. Class size is 90 students and eligibility and application procedures are the same as the resident course. Interested individuals must be able to cite a valid reason for not being able to attend the resident course.

**Developmental Assignments.** Developmental assignments are opportunities for the competitive professional development of CP 11 civilian careerists in broadening their perspectives of financial management policy and practice. Assignments vary in length from 3 to 12 months.

**Resource Management Mentorship Program (RMMP).** RMMP is a career development initiative to incorporate and improve upon three distinct but interrelated mentoring approaches: (1) supervisory or managerial mentoring, (2) informal mentoring, and (3) formal mentoring. The focus of the Army-wide RMMP is formal mentoring with an emphasis on skill acquisition.

The RMMP is entering its fifth year of providing careerists an increased awareness of training and career opportunities. To date, well over 760 participants have taken part in this opportunity. The mentoring partnerships cross job series, major commands, and geographic boundaries.

Participants evaluate the program on a semiannual basis. Evaluation and program refinement recommendations are submitted in May and October. Certificates are presented to recognize participants in the RMMP.

## INTERNS

**The Army Intern Program.** The Army Intern Program provides a pool of future civilian leaders for the Army. The intern program allows the Army to train and place highly qualified and motivated careerists into journey level positions.

The Army Intern Program is a critical source of talented dedicated professionals. The program provides formal training and progressively more difficult rotational job assignments under close supervision. This mix provides interns with the skills, knowledge, and abilities necessary to perform effectively in journey level positions. The Department of the Army considers the training and development of its employees as necessary and vital to the continued success of its operations. The Comptroller Proponency Office is the liaison between the Comptroller intern careerists, program managers, and the Civilian Personnel Management Directorate of OASA (M&RA), which manages the Army Intern Program.

**FORSCOM Student Intern Program.** The FORSCOM Student Intern Program is a program consisting of work and study in the RM field and is teamed with former President Carter's Atlanta Project, drawing recruits from Atlanta cluster high schools. Students are chosen on the basis of education, community and school activities, and education and career goals. The program gives participants Army RM work experience during college vacations and breaks, annual tuition expense up to \$10,000 each year, and Army Comptroller Career Intern status upon college graduation.

**National Capital Region Intern Association** The National Capital Region Intern Association (NCRIA) is a non-profit professional organization. The goal of the NCRIA is to foster professional growth, development, and enrichment. This goal is achieved through regularly scheduled meetings and publication of a newsletter. Membership is open to both military and civilian individuals from any branch of service and any agency in the Federal Government. The Comptroller Proponency Office is a liaison between the organization and interested individuals.

## COMMUNICATION

Effective communication includes coordinating meetings, such as the CP 11 Executive Council and CP 11 Junior Executive Council. The CP 11 Executive Council meets twice a year and comprises senior leaders from selected major commands and specific functional areas. The CP 11 Junior Executive Council meets annually and comprises junior representatives from all major commands. Additionally, upon request, personnel assigned to the Comptroller Proponency Office provide briefings and workshops covering a variety of career oriented topics.

**Resource Management.** The *Resource Management* publication is an official professional bulletin published quarterly by the Comptroller Proponency Office for RM careerists at all levels. Its purpose is to provide a forum for the exchange of information and ideas to enhance the professional development of its readers. Articles are written by resource management personnel throughout the Army, some at OASA (FM&C) request, others as unsolicited manuscripts. All articles are approved by the

Assistant Secretary of the Army for Financial Management and Comptroller and the CP 11 Functional Chief Representative prior to publication **Resource Management** is the only Army publication which covers all aspects of financial/resource management. We currently print and distribute about 6,600 copies quarterly. If you would like to receive **Resource Management**, please contact our Managing Editor.

**A Supervisor's Guide to Career Development for CP 11 Civilian Personnel and FA 45 Military Officers.** The purpose of the guide is to provide a single source for career development information for supervisors of Comptroller career field personnel, both military officers and civilians. It is intended to supplement DA Pamphlet 690-43 and DA Pamphlet 600-8.

**RM Future.** The newsletter, introduced in May 1991, is published periodically, on an as needed basis, to bring attention to issues that focus on various aspects of the resource management field and of career management initiatives.

**HQDA Resource Management Human Resource Council (HRC).** The HQDA Resource Management Human Resource Council (HRC) was created to enhance minority, female, and disabled representation in the resource management community. The Council is currently composed of representatives from many of the major command headquarters in the National Capital Region. The HRC serves as an advisory body to the CP 11 Functional Chief Representative (FCR) on matters concerning the enhancement of minority, female, and disabled representation within the resource management community.

**Army Civilian Career Evaluation System (ACCES)** The Army Civilian Career Evaluation System (ACCES) was implemented within CP11 in May 1990. Competitive recruitment and filling of vacant GS 12-15 positions covered by the Comptroller Career Program will be accomplished through ACCES. Referral lists for these positions are provided to selecting officials and are tailored to individual referral requests. Referrals are being supplemented by developmental assignments as alternative means of enhancing careerists' professional qualifications and competencies during the protracted downsizing period.

**Army Civilian Training, Education, and Development System (ACTEDS).** The Army Civilian Training, Education, and Development System (ACTEDS) Comptroller Plan provides for the systematic training and development of careerists from intern to senior managerial and executive levels. The plan outlines sequential and progressive training in functional specialties, leadership, supervision, and managerial development. Also included is information cross-referencing the contents of courses to the established DoD financial management core competencies.

**Functional Area 45 (Comptroller) Career Field Professional Development Guide.** The purpose of the guide is to provide a single source reference handbook for Comptroller Functional Area (FA 45) officers. Each FA 45 officer should be familiar with the various career development patterns outlined to remain competitive. The Qualification, Validation, and Reclassification (QVR) Board meets annually to determine if selected year group officers are qualified to serve in Comptroller Functional Area. The guide may be requested from the Comptroller Propensity Office or may be downloaded from the ASA (FM&C) Homepage.

**Resource Management Annual Awards Program** The Resource Management Annual Awards Program recognizes outstanding efforts of individuals and organizations at all levels of command. Eligibility for the annual awards is as follows: active duty and reserve component officers (FA 45/49/70C or BC 44), enlisted (MOS 73C/D/Z), and all civilian personnel (to include foreign national employees) performing resource management functions regardless of the organizational structure to which they may be assigned.

Award categories are as follows:

- Capstone Individual Awards
  - Assistant Secretary of the Army (Financial Management and Comptroller) Civilian Award
  - Assistant Secretary of the Army (Financial Management and Comptroller) Military Award
  - Functional Chief Representative Special Award
- Civilian Career Functional Area Individual Awards
  - Accounting and Finance
  - Analysis and Evaluation
  - Auditing
  - Budgeting
  - Cost Analysis
  - Comptroller/Deputy Comptroller
  - Education, Training, and Career Development
  - Resource Management
- Military Functional and Occupational Individual Awards
  - FA 45/70C - Comptroller/Resource Manager
  - FA 49 - Operations Research (Planning, Programming, Resource Management, and/or Cost Analysis)
  - BC 44 - Finance and Accounting Officer
  - MOS 73C - Finance Specialist
  - MOS 73D - Accounting Specialist
  - MOS 73Z - Finance Noncommissioned Officer
- Organization, Team, Educator, and Author Awards
  - Outstanding Resource Management Organization
  - Outstanding Resource Management Team
  - Resource Management Educator of the Year
  - Resource Management Author of the Year

## COMPTROLLER PROPONENCY OFFICE FUNCTIONS

ACCES  
ACTEDS Funding  
ACTEDS Plan  
Affirmative Action Initiatives  
Army Comptrollership Program  
Army Educational Requirements System  
Award Programs  
CP 11 Acquisition Issues  
CP 11 Executive Council  
CP 11 Junior Executive Council  
CP 11 Proponency  
Developmental Assignments  
FA 45 Proponency  
FA 45 Senior Level Focus Group  
Financial Management Education and Training  
Graduate Cost Analysis Program  
HBCU Partnership  
Human Resource Council  
Intern Programs  
Long Term Training  
NCR Intern Association  
Occupational Survey  
Operational Assignments  
Placement Assistance  
Professional Development Guide  
Reserve Component Issues  
**Resource Management** Publication  
Resource Management Doctrine  
Resource Management Mentorship Program  
RM 2000  
**RM Future** Newsletter  
Sustaining Base Training

## **ABBREVIATIONS**

ACCES - Army Civilian Career Evaluation System  
ACP - Army Comptroller Program  
ACTEDS - Army Civilian Training, Education, and Development Systems  
AMSC - Army Management Staff College  
AGR – Active Guard and Reserve  
ASA (FM&C) - Assistant Secretary of the Army (Financial Management and Comptroller)  
ASA (M&RA) - Assistant Secretary of the Army (Manpower and Reserve Affairs)  
BC - Branch Code  
CML - Commercial  
CP - Career Program  
DA - Department of the Army  
DoD - Department of Defense  
DSN – Defense Switched Network  
FA - Functional Area  
FCR - Functional Chief Representative  
FORSCOM - United States Army Forces Command  
GCAP - Graduate Cost Analysis Program  
GS - General Schedule  
HBCU - Historically Black Colleges and Universities  
HQDA - Headquarters, Department of the Army  
HRC - Human Resource Council  
LTT - Long Term Training  
MOS - Military Occupational Specialty  
NCRIA - National Capital Region Intern Association  
PMCC - Professional Military Comptroller Course  
PMCS - Professional Military Comptroller School  
PPBES - Planning, Programming, Budgeting, and Execution System  
PRMC - Professional Resource Management Course  
QVR - Qualification, Validation, and Reclassification  
RM - Resource Management

## **DEPARTMENT OF THE ARMY COMPTROLLER PROPONENCY OFFICE**

**TELEPHONE: CML (703) 697-2729/2976  
DSN 227-2729/2976**

**FACSIMILE: CML (703) 693-7162  
DSN 223-7162**

**E-MAIL: [proponency@hqda.army.mil](mailto:proponency@hqda.army.mil)**

**HOMEPAGE: <http://www.asafm.army.mil>**

**LOCATION: The Pentagon, Room 3D622**

**ADDRESS: Assistant Secretary of the Army  
(Financial Management and Comptroller)  
ATTN: SAFM-PO  
109 Army Pentagon  
Washington, DC 20310-0109**



IF YOU WANT  
ONE YEAR OF PROSPERITY,  
GROW GRAIN.

IF YOU WANT  
10 YEARS OF PROSPERITY,  
GROW TREES.

IF YOU WANT  
100 YEARS OF PROSPERITY,

***GROW PEOPLE!!!***

*Ancient Chinese Proverb*